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# U.S. FOOD AND DRUG ADMINISTRATION VACANCY ANNOUNCEMENT

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FDA IS SMOKE-FREE

## *MERIT PROMOTION ANNOUNCEMENT*

**Announcement Number:** FDA-3-4018

**Opening Date:** MAY 19, 2003

**Closing Date:** JUNE 19, 2003

**Position Title/Series /Grade:** \*Interdisciplinary Position GS –000-9/11

**Promotion Potential:** GS-12

**Organization/Location:** Department of Health and Human Services, Food and Drug Administration, Center for Veterinary Medicine, Office of Research, Division of Animal Research, Laurel, MD **Module II**

**Salary Range:** GS-09 \$39,597 - \$51,476 (includes locality pay)  
GS-11 \$47,910 - \$62,287 (includes locality pay)

**Relocation Expenses:** Relocation expenses will not be paid.

**Area of Consideration:** Government-Wide  
This position is appropriate for Commission Corps.

**Bargaining Unit Status:** This is a bargaining unit position.

**Type of Appointment:** Career/Career Conditional

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**Condition of Employment:** Certain positions within FDA are subject to strict restrictions on financial holdings (FDA regulated financial holdings). To determine whether this position is affected, applicants are advised to seek more information contact the Ethics Staff, Division of Management Programs on (301) 827-5511.

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**DESCRIPTION OF WORK:** The incumbent will participate in investigations designed to study the biological effects of drugs and disease states on the metabolism, toxicity, immunological status, absorption, distribution, and elimination of xenobiotics in domestic and laboratory animals. These research investigations are conducted at the Laurel laboratory facilities and involve experimentation with a variety of animal species. The incumbent participates in study planning particularly as it relates to selections of methods or procedures dosages, or other experimental approaches intended to provide more useful information. In addition, the incumbent conducts chemical and/or microbiological analyses of blood, milk, urine, feces, and organ tissues such as kidney, liver and muscle from animals involved in research projects. The incumbent is responsible for maintaining analytical equipment in operational condition and for maintaining proper inventory and freshly prepared reagents to support analytical functions of research programs. The incumbent operates and maintains various laboratory equipment including analytical balances, pH meters, centrifuges, spectrophotometers, fluorometers, and chromatographs. Maintains

detailed records of all project activities.

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The Center for Veterinary Medicine (CVM) provides an innovative work environment for its employees. While the vast majority of an employee's time is dedicated to working on issues related to their technical expertise, you are also very much valued for the team, management, and leadership skills that we will urge you to use and develop as a member of our organization. The management skills we are referring to are related to the management of the work that you do, for example project management, activities such as reviews of new animal drugs, compliance actions, contracts, and travel orders, depending on your role. The leadership skills relate to working with others to improve our work performance and culture through contributions of your ideas and opinions in, for example working groups or staff meetings. The Center will provide numerous developmental opportunities such as training or asking you to lead a project or work group to enhance your technical, team, management, and leadership skills. Our goal is to not only enable you to make a significant contribution to CVM today, but to prepare you for the demands, responsibilities, and career opportunities of the future.

**QUALIFICATION REQUIREMENTS:** Candidates must have 52 weeks of specialized experience equivalent to the next lower grade level. Candidates must meet all the qualification requirements, including the time in grade, within 30 days after the closing date.

**SPECIALIZED EXPERIENCE** is described as experience with a scientific background in animal nutrition and metabolism, biochemistry, animal physiology, microbiology, animal management, principles of veterinary medicine, or related fields.

Candidates must meet the basic education requirements in the following occupation:

**BIOLOGIST, GS-401**

Applicants must have either (A) Successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's degree (or higher) with major study in biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position; or

(B) A combination of education and experience with courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

**METHOD OF EVALUATION AND BASIS OF RATING** Candidates found basically qualified will be evaluated on the extent and quality of experience, education, training, awards, etc. as shown on the application. In addition, data obtained from the attached knowledge skills and abilities (KSA's). No written test is required.

It is strongly recommended that applicants address the knowledge, skills, and ability statements in detail.

1. *Knowledge and skills relating to conducting research with food producing animals.*
2. *Knowledge and experience in chemical and/or microbiological laboratory procedures.*
3. *Ability to communicate in writing.*
4. *Ability to communicate orally and interact with officials.*

**HOW TO APPLY:**

Candidates may submit one of the following: an Application for Federal Employment (SF-171), an Optional Application for Federal Employment (OF 612), resume, curriculum vitae, or any other written format. Your application must include the following information:

1. Title, series, grade, and vacancy announcement number of the vacancy for which you want to be considered.
2. Full legal name and mailing address.
3. Daytime and evening telephone numbers.
4. For experiences most relevant to this position, include name of employer, dates of employment, job title, start and end dates, and a description of your duties and responsibilities for each job listed.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location, and date of educational institutions attended.
7. Type of degree, if any, and date received.
8. Major field of study.
9. List of relevant training including, course titles, dates, and number of hours and name of institution.
10. Description of honors, awards, and special qualifications, such as language skills or computer skills, along with dates acquired.
11. Clearly identify U.S. Citizenship (Proof required prior to employment).

**PROOF OF EDUCATION:** Candidates may submit a College transcript (official or unofficial) or, if not available, a list of college courses and Certificate of scholastic achievement. List should include a course description of any course(s) not readily identifiable by title, number of semester hours and grade.

Qualifying education gained at colleges and universities in foreign countries must be evaluated in terms of its equivalency to that acquired in American colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation. A letter containing the results **MUST** accompany the application package.

**CREDIT FOR EDUCATION:** When academic credit is expressed in contract months, units, or other terms that differ from conventional semester or quarter hours, it is the responsibility of the applicant to provide an interpretation of such credits from the appropriate institution in order to equate them to the semester or quarter hours specified in this announcement.

**ADDITIONAL INFORMATION/COMPLETED FORMS MUST BE SUBMITTED IF CHECKED; FAILURE TO SUBMIT REQUESTED INFORMATION (CHECKED BELOW) WILL RESULT IN NON-CONSIDERATION OR A LOWER RATING IN THE EVALUATION PROCESS.**

- ☒ Written response to the knowledge, skills and abilities
- ☒ If claiming veteran's preference, attach a copy of your DD214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.
- ☒ College transcripts or list of courses, including title, credit hours and grade for each course if qualifying on education and/or changing occupational series;
- ☒ Current federal employees must submit most recent performance appraisal/evaluation
- ☒ Current and former federal employees must submit a copy of their most recent SF-50, Notification of Personnel Action

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### Veterans Preference for Federal Jobs: CE - 101

If you served on active duty in the United States Military and received an honorable or general discharge, you may be eligible for veteran's preference. Service starting after October 15, 1976 requires a Campaign Badge, or Expeditionary Medal or Service connected disability requirements. For information about eligibility requirements, call 912-757-3000 and request Veteran's Preference for Federal Jobs: CE 101. To claim veteran's preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

-If claiming 5 point veteran's preference, list the dates (month, day, year) and branch of any active duty

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served.-If you claim 10 point veteran's preference attached an SF-15, Application for 10 Point Veteran's Preference, plus the proof required by that form.

- The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 10, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site at HYPERLINK <http://www.opm.gov>  
[www.opm.gov](http://www.opm.gov)

### **Surplus or Displaced Employees in the Department of Health and Human Services (DHHS) Requesting Special Selection Priority Consideration Under The Career Transition Assistance Program (CTAP)**

If you are currently a DHHS employee, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive priority consideration, you must:

1. Be a current DHHS employee serving under an appointment in the competitive or excepted service in tenure group I or II, in receipt of (1) a Reduction in Force (RIF) specific separation notice, (2) a notice of proposed removal for declining a directed reassignment or transfer of function outside of the commuting area, (3) a Certificate of Expected Separation (CES), or (4) other official notice that indicates the employee is surplus or eligible for discontinued service retirement (DSR) or as being in a surplus organization or occupation, and the date of the separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the separation notice, CES, or other official notice along with your application in order to receive special priority consideration;
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated;
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package;
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration;
5. Submit your application (including all required documentation) by the vacancy announcement closing date and meet all the application criteria; and
6. Be rated well qualified for the position.

? Well Qualified? means: a surplus/displaced employee must meet the minimum qualifications and eligibility requirements for the position, including any documented selective factor(s), and be rated and ranked under the same procedures as merit promotion applicants to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSAs) to succeed in the position being filled. A cut-off score will be used to determine the well-qualified applicant(s).

### **Displaced Employees Requesting Special Selection Priority Consideration Under The Interagency Career Transition Assistance Program (ICTAP)**

If you are a displaced Federal employee, you may be entitled to receive priority selection under the ICTAP.

To be eligible for the special selection priority, you must meet all of the following:

- (1) Be a displaced Federal employee;
- (2) Submit a copy of your current (or your last) performance rating of record of at least fully successful or equivalent;
- (3) Apply for a vacancy at or below the grade level from which you were or are being separated, that does not have a greater promotion potential than the position from which you have been or are being

separated from;

- (4) Occupy, or was displaced from a position in the same local commuting area of the vacancy;
- (5) Submit an application (including all required documentation) for a specific vacancy within the periods established on the announcement and meet all the application and eligibility criteria;
- (6) Submit proof of eligibility; and
- (7) Be rated well qualified for the position.

"Well Qualified" means: a displaced employee must meet the minimum qualification and eligibility requirements for the position (including any selective factors), and be rated and ranked to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSA's) to succeed in the position being filled. Under delegated examining procedures, the displaced employee must receive a score of 90 or better to receive selection priority.

Displaced employees may submit any (one) of the following as proof of eligibility for the special selection priority:

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF, or for declining a directed reassignment or transfer of function to another commuting area;
- (3) Official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;
- (4) Official notification from OPM that your disability annuity has been or is being terminated; or
- (5) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.

***All applicants will receive equal consideration without regard to race, religion, color, national origin, sex, disability, sexual orientation, political affiliation, age or any other nonmerit factor.***

#### **WHERE TO OBTAIN FORMS**

Office of Personnel Management web site at <http://www.usajobs.opm.gov>.

#### **WHERE TO SEND FORMS:**

ADDRESS: Food and Drug Administration  
Center for Veterinary Medicine  
Attn: Carla Howard  
7520 Standish Place, Room 225  
Rockville, MD 20855

Questions concerning qualification requirements may be directed to Carla Howard (301) 827-1655.

Applications received become the property of the Center for Veterinary Medicine (CVM) and will not be returned.

In accordance with 18 U.S.C. 1719 and 39 U.S.C. 3201 SEQ., applications will not be accepted from applicants using franked government envelopes, or postage paid agency envelopes or metered mail.

**All applications material must be postmarked or received by the closing date of this announcement.**